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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : General Counsel DATE:

FROM : Director of Logistics

SUBJECT: Request for Postponement of Jury Duty

25X1A9a

1. [redacted], of the Space, Maintenance, and Facilities Branch, Real Estate and Construction Division/OL, has been summoned by the U. S. District Court for the District of Columbia to report for jury duty on 1 December 1955.

2. The SM&F Branch is carrying an extremely heavy workload at the present time. This workload will be further accentuated during the next two or three months because the Agency recently acquired 50,000 square feet of space at [redacted] 25X1A6a N.W. In addition, consideration is now being given to the acquisition of an additional 60,000 square feet at another location.

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3. Inasmuch as [redacted] is one of the key members of the SM&F Branch, his absence during the entire month of December will seriously impede operations of the Office.

4. In view of the foregoing, it is urgently requested that arrangements be made to obtain a postponement of Mr.

25X1A9a [redacted] jury service.

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[redacted]

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OL/RE&C/SM&F:[redacted]:bh/3784 (21 Nov.'55) 25X1A9a

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